



# Department of Defense DIRECTIVE

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Administrative Reissuance Incorporating Change 1, November 16, 1994

ASD(RA)

SUBJECT: Official National Guard and Reserve Component Personnel Data

- References:
- (a) Title 10, United States Code
  - (b) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System," October 26, 1981
  - (c) [DoD Directive 5125.1](#), "Assistant Secretary of Defense (Reserve Affairs)," January 12, 1984
  - (d) DoD Directive 5124.1, "Assistant Secretary of Defense (Manpower, Installations and Logistics)," January 12, 1984
  - (e) through (f), see enclosure 1

## 1. PURPOSE

This Directive establishes policy for the maintenance and reporting of personnel data pertaining to members of the National Guard and Reserve components. It assigns responsibilities with respect to Reserve forces personnel data base maintenance and reporting, and establishes objectives and provides overall policy for the Reserve Components Common Personnel Data System (RCCPDS).

## 2. APPLICABILITY AND SCOPE

2.1. This Directive applies to the Office of the Secretary of Defense (OSD) and the Military Departments (including their National Guard and Reserve components). The term "Military Departments" as used herein refers to the Departments of the Army, Navy, and Air Force, and to the Coast Guard (by agreement with the Secretary of Transportation, when not operating as a Service of the Navy).

2.2. Its provisions cover personnel record data for all members of the National Guard and Reserve components except for those members who are counted within the end strengths authorized annually by the Congress for active duty personnel for the active forces.

### 3. POLICY

3.1. Section 275 of reference (a) requires the Armed Forces to maintain adequate and current personnel records on each member of the Reserve components showing:

3.1.1. Physical condition.

3.1.2. Dependency status.

3.1.3. Military qualifications.

3.1.4. Civilian occupation skills.

3.1.5. Availability for service, and such other information as the Secretary of the Military Department concerned may prescribe.

3.2. The National Guard and Reserve component personnel data systems developed, operated and maintained by the Military Departments should each incorporate the following readiness-enhancing features:

3.2.1. A data base consistent with the active force data base so that personnel systems integration may be accomplished in an efficient and expedited manner upon full or partial mobilization.

3.2.2. Data elements needed to perform, refine, and improve mobilization planning and management functions.

3.3. A computerized common data base shall be maintained to meet the needs for manpower planning, personnel strength accounting, and budgeting; for prevention of fraud, waste, and abuse; and for calculations relative to the Department of Defense Military Retirement Fund (chapter 74 of reference (a)) and the Department of Defense Education Benefits Fund (Section 2006 of reference (a)). This computerized data base, the RCCPDS, shall be used as the official source to provide statistical tabulations of Reserve component strengths and related data for use throughout the Department of

Defense, by other Government Agencies, the Congress, and for appropriate public release by the Assistant Secretary of Defense (Public Affairs). It shall also be used in conjunction with programs of the Department of Defense and other Government Agencies to prevent receipt of unauthorized compensation or benefits and help ensure the proper use of Government funds. Detailed procedures, data accuracy requirements, and reporting requirements for the RCCPDS shall be in accordance with DoD Instruction 7730.54 (reference (b)).

#### 4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) shall:

4.1.1. Establish policy and provide guidance for Reserve component categories, personnel transaction accounting, personnel data items, definitions, and accuracy standards.

4.1.2. Provide policy guidance to the Defense Manpower Data Center (DMDC) on the content and use of the RCCPDS to include data items and definitions, and the frequency, format and content of periodic and special RCCPDS reports in accordance with responsibilities detailed in DoD Directive 5125.1 (reference (c)).

4.1.3. Revise and maintain DoD Instruction 7730.54 (reference (b)) as necessary to include appropriate data requirements and provide accurate and effective guidance for personnel data management to the Military Departments and their National Guard and Reserve components.

4.2. The Assistant Secretary of Defense (Manpower, Installations and Logistics) (ASD(MI&L)) shall:

4.2.1. Ensure that National Guard and Reserve personnel information requirements for actuarial valuations and effective Total Force military personnel management are identified to the ASD(RA).

4.2.2. Exercise such policy guidance and management supervision for the DMDC, consistent with ASD(MI&L) responsibilities in paragraph 5.1.6. of DoD Directive 5124.1 (reference (d)), as required to ensure adequate resources are available and utilized by the DMDC to fulfill its responsibilities as outlined in subsection 4.3. of this Directive.

4.3. The Assistant Secretary of Defense (Comptroller) (ASD(C)) shall ensure that

National Guard and Reserve personnel information requirements for program budget and accounting purposes are identified in a timely manner to the ASD(RA).

4.4. The Assistant Secretary of Defense (Public Affairs) (ASD(PA)) shall ensure that information on National Guard and Reserve personnel strengths prepared for release to the public has been coordinated with the Office of the ASD(RA).

4.5. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall provide their respective National Guard and Reserve components with the necessary resources for the operation and maintenance of personnel data systems that fully support readiness requirements and meet the reporting requirements and standards set forth in DoD Instruction 7730.54 (reference (b)). It is recognized that the Coast Guard's budget process is unique among the seven Reserve components and may therefore be constrained in fully meeting these requirements.

4.6. The Director, Defense Logistics Agency shall:

4.6.1. Administer the collection, processing, and reporting of manpower data in support of OSD, DoD Components, and other Government Agencies as assigned.

4.6.2. Provide technical guidance and supervision to the DMDC.

4.6.3. Provide administrative support and services including office space, facilities, equipment, automatic data processing support, and travel expenses, for the DMDC staff personnel.

4.6.4. Provide the necessary military and civilian personnel resources to adequately staff the DMDC.

4.7. The Director, Defense Manpower Data Center (DMDC), shall receive policy guidance from the ASD(MI&L) and the ASD(RA), as appropriate; and shall receive technical guidance and supervision from the Director, DLA. The Director, DMDC shall:

4.7.1. Operate and maintain the RCCPDS, to include computer support, software development, quality control, time sharing, inquiry capability, and administrative support.

4.7.2. Develop, produce, and distribute all periodic and special RCCPDS reports.

4.7.3. Provide programming and analytical support to ASD(RA) for special studies requiring use of the RCCPDS.

4.7.4. Manage the RCCPDS in accordance with the life-cycle management provisions of DoD Directive 7920.1 (reference (e)) and modify the RCCPDS to reflect the changing nature of the Reserve forces.

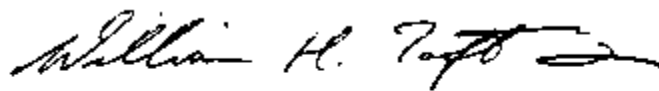
4.7.5. Inform the ASD(RA) of data produced from the RCCPDS for other users and the state and quality of the information submitted by the Reserve components.

## 5. INFORMATION REQUIREMENTS.

Information requirements under this Directive shall be managed in accordance with the provisions of DoD Directive 5000.19 (reference (f)).

## 6. EFFECTIVE *DATE*

This Directive is effective *immediately*.



William H. Taft, IV  
Deputy Secretary of Defense

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Directive 7920.1, "Life Cycle Management of Automated Information System (AIS)," October 17, 1978
- (f) DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements," March 12, 1976